CITY OF HALLANDALE BEACH

Minor Development Review Application Submission Checklist Residential –3-10 units Commercial –less than 4,000 Square Feet

		Folio # (required)		
Loca	tion/Sub	ject property:		
Appl	icant's N	Name: Phone:		
Agen	ıt's Nam	e (if applicable): Phone: lication (check one): Residential (No. units) Commercial (
Туре	of Appl	lication (check one): Residential (No. units) Commercial (_ sqft.)
are i Dev	responsibl elopment fied of any	is for the convenience of applicants and the city to ensure basic submission information is prove for submitting proposal in total compliance with <u>all</u> the requirements of Article V of the Zonia Code. Failure to provide any listed items shall be cause for the city to return your application. It deficiencies of your submission after a sufficiency review of the application occurs. The adequate be determined by staff.	ng and L You wil	and ll be
<u>Secti</u>	on I – G	Seneral Information		
A.	Appli	cant has had a pre-application conference with staffYes _	No) -:-:-:-:
1.	Fees:	Proof of payment (full fee)	<u>APP</u>	CITY
2.		eation has been fully completed, including full address, location and legal aption of the subject property. Application must be notarized.		
3.		ified plat of survey, prepared within one (1) year from date of application, a includes:		
	a. b.	An accurate folio number and legal description of the subject property. Computation of the total area of property in square feet and to the nearest tenth of an acre.		
	c.	Zoning of the property.		
4.	Five o	copies of required site plan, which shall:		
	a.	Be prepared at a scale not smaller than one (1) inch equals (50) feet,		
	b.	Be submitted on sheet(s) 24" x 36" unless the director determines sheet size would be more appropriate		
	c.	Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale drawing (numerical and graphic),		
	d.	And reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.		
5.	Proof	of ownership, which shall consist of at least one of the following:		
	a.	A fee simple title		
	b.	An option to acquire fee simple title within a specific period of time		
	c.	A leasehold interest in excess of 20 years		
	d.	A marketable title subject to certain condition which will not substantially restrict development within a reasonable time		
6.		ortgages, including purchase money mortgages, al easements restricting land ll liens and all judgments, which may affect the site, must be identified		

7.		nation pertaining to previous building and land development experience of plicant.		
8.	letter o	nce of applicant's ability to acquire sufficient development funds, (either a of commitment from a recognized financial institution, or a certified all or corporate financial statement.)		
9.	Proof by the applicant that this proposed development is in strict compliance with all the standards and requirements of this article.			
Section	n II – S	Site Plan Review Submission		
Note:	is cons	ver request must be provided for those items not addressed. No response sidered an omission of information. Indicate by a check mark if a waiver e requested. An explanation of the waiver will be needed.		
10.	Existin	ng site characteristics map, which includes:		
	a.	Existing site physiograph, including soils, topography, watercourses and		
		identification of the 100-year flood plain.		
	b.	Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development, and what measures are to be		
		taken to minimize any negative impacts of the development as it is related to vegetation.		
	c.	Existing zoning of the site and all property within twenty-five (25) feet, which is either adjacent to the site or separate from the site by a public right-of-way.		
	d.	Existing water and wastewater utility lines at the point of site intersection including their condition, size, current peak hour utilization, capacity and peak hour pressure.		
	e.	Existing streets, including their condition, right-of –way width, current usage and design capacity.		
11.	Propos	sed site development plan, which includes:		
	a.	Proposed finished grading by spot elevations and in particular at locations along lot lines.		
	b.	Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.		
	c.	Provisions for the adequate drainage and disposition of natural and storm water in accordance with the adopted design standards of the city, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system and on-site storm water retention.		
	d.	Proposed utility services, including, but not limited to: 1. water and wastewater lines and pipe sizes, 2. telephone, electric and gas lines, 3. solid waste receptacle locations and pressure capabilities and 4. five hydrant locations and pressure capabilities.		

	e.	Proposed structures, including their location, use, height, gross floor area and where applicable, the density, number, size and type of residential		
		dwelling units.		
	f.	The total amount and percentage of site area to be utilized for structural		
		coverage shall be indicated.		
	g.	Proposed vehicular use areas, including off-street parking and loading		
		spaces, driveways, on-site curb cuts, related off site median cuts, and		
		acceleration and deceleration lanes, including their location, size, width		
		and type of surface and access routes for emergency vehicles. The total		
		amount and percentage of site area to be utilized for vehicular use areas		
	1.	shall be indicated.		
	h.	Proposed fences, walls, screen planting and hedges, including their		
	i.	location, type, size and height. Proposed pedestrian ways and sidewalks, including their location, width		
	1.	and type of surfacing.		
	j.	Proposed open space and recreational areas, including the location, height,		
	J.	type and size of all trees, plants and other landscape materials. The		
		total amount and percentage of site area to be utilized for both pervious		
		and impervious open space and recreation areas shall also be indicated.		
	k.	Proposed signage, where applicable, including their location, dimensions,		
		height and type.		
	1.	Proposed handicapped design features, including ramps, parking		
		spaces, fountains and restrooms.		
12.	Othe	r Requirements-A statement as to the following:		
	a.	A description of the number of anticipated future residents, users and		
		employees of the proposed development.		
	b.	A description of the architectural harmony and compatibility of proposed		
		buildings and other structures, and the relationship of said structures		
		to each other, adjacent development and the overall community,		
		including such items as height, bulk, construction materials, and façade		
		treatment. A description of maximum shadows to be cast by proposed		
		structures shall also be included.		
	c.	A description of anticipated energy demands of the proposed development		
		and what measures are to be taken to reduce energy consumption,		
		both through project design and permanent operational techniques.		
	d.	A description of public mass transportation routes and schedules as		
		related to the proposed development.		
	e.	A description of how the proposed development is in conformity with,		
		where applicable, the Broward County Land Use Plan, and the City		
		Comprehensive Plan.		
13.	Evidence of coordination with other agencies, which may have jurisdiction over			
		roposed development.		
14.		ver requests of submission requirements, which are not applicable to the		
	aeve.	lopment are provided addressed to the Director.		

Source: City of Hallandale Beach, Zoning and Land Development Code, Article V.